

**04.02.010**
Terminal Public Parking**Effective Date**
September 1, 2017**Version**
2017.1**Prepared By**
Business Development Manager **Approved By**
General Manager**Purpose**

To establish policy for the administration of public parking at AMHS terminals.

Scope

General Manager, Business Development Manager

Policy

- I. It is AMHS' general policy that there is no overnight public parking at AMHS terminals^A. AMHS will consider issuing waivers for individual communities to allow customer vehicle parking, as long as the vehicles are unoccupied, on a case by case basis.
- II. The General Manager will render a decision based upon analysis of the statement of facts developed by the Business Development Manager.
 - a. The Business Development Manager will:
 - i. Handle waiver requests and gather all relevant facts for consideration from requesting public entity.
 1. Requests will include the following:
 - a. Public entity requesting waiver
 - b. Public entity contact
 - c. Requesting parking location
 - d. Pertinent information supporting waiver request including anticipated impact on traveling public.
 - ii. Work with AMHS Terminal Operations and Marketing to evaluate relevant factors and prepare a state of facts for the General Manager's consideration.
 - iii. Will relay the decision of the General Manager to the requesting public entity.
- III. AMHS will consider the following waivers:
 - a. Terminal liability issues,
 - i. AMHS can be liable for damage to vehicles parked on AMHS property. Standing liability potentials to the State such as damage to State property, fuel spills and other forms of damage are issues to be considered.
 - b. Disruption of AMHS terminal operations,
 - i. Each terminal layout is unique and mid to long term parking can hamper staging and vessel loading which impact schedules. Winter weather conditions can cause unique problems in heavy snow locations.
 - c. Terminal safety and security concerns,
 - i. Unattended terminals can create safety concerns to customers and their property. From a security perspective AMHS manned terminals are regulated and operate under an

^A Terminals as contained within this policy refers to all terminal locations served by AMHS vessels who are either directly owned by the State of Alaska, or are under contract for to provide terminal services to AMHS. Terminals owned by the State of Alaska include unmanned ports that are owned by the State; unmanned ports that are not owned by the State or are operated under a shared agreement with another public entity do not fall under this definition.

approved facility security plan. As long as non AMHS employees can be denied access to "secured areas" during unattended terminal hours parking can be evaluated.

- d. Readily available public parking in close proximity to AMHS terminals,
 - i. If there is readily available parking for the public in close proximity to the terminal, AMHS will factor this in to the waiver considerations.
- e. Public transportation available in requesting community,
 - i. If there is readily available public transportation to and from the terminal, AMHS will factor this in to the waiver considerations.
- f. Impact on AMHS ridership if denied.
 - i. If the denial of a waiver causes significant revenue reductions, AMHS will consider this in to the wavier considerations.

Responsibilities

- 1. General Manager:
 - a. Renders decision based upon analysis of statement of facts developed by the Business Development Manager.
- 2. Business Development Manager:
 - a. Coordinates with Terminal Operations and Marketing to determine the feasibility of the request based upon policy factors being considered.
 - b. Develops a statement of facts for the General Manager to consider in making a determination.
 - c. Communicates the decision of the General Manager to the requesting public entity.

Forms

None

Revision History

Supersedes CSP&P 2-8
Original Version 2017.1, September 1, 2017

References

None